Required Tools

Quick Assembly Storage Cabinets

Model Numbers: RTA 7000, RTA 7001

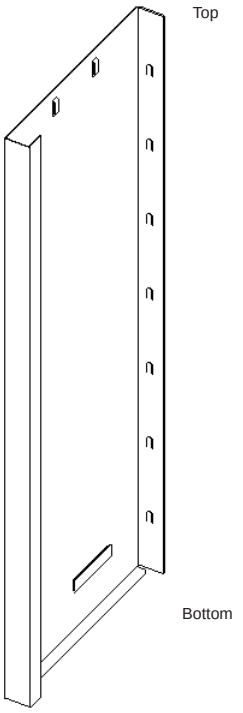
Safety Instructions

CAUTION: Use caution when handling and assembling metal parts. Metal may have sharp edges or corners. Manufacturer recommends the use of protective gloves when assembling product.

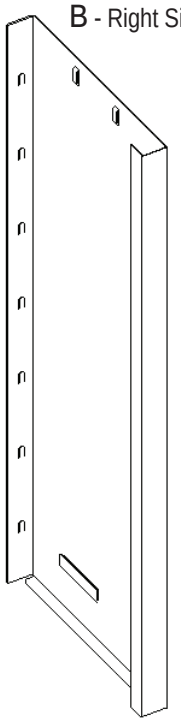
- This unit should be installed on a level surface.
- Do not use this unit as a step ladder. Do not climb on the unit.
- This unit is not intended to be used in any other manner than for storage.
- Do not exceed the manufacturer's recommended weight capacity of 150 lbs. / 68 kg. on each shelf. Always distribute weight evenly on shelves.
- The manufacturer recommends the storage of heavier items on bottom shelves.

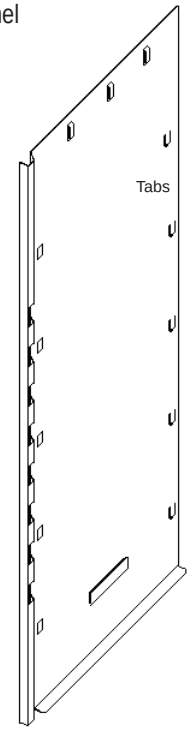
All assembly instructions must be followed exactly or the unit may not be assembled correctly and may not be stable. Assemble the unit on level surface.

Parts List

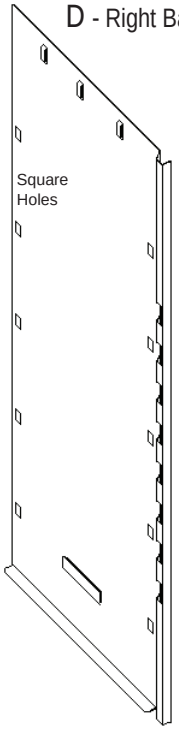


A - Left Side Panel

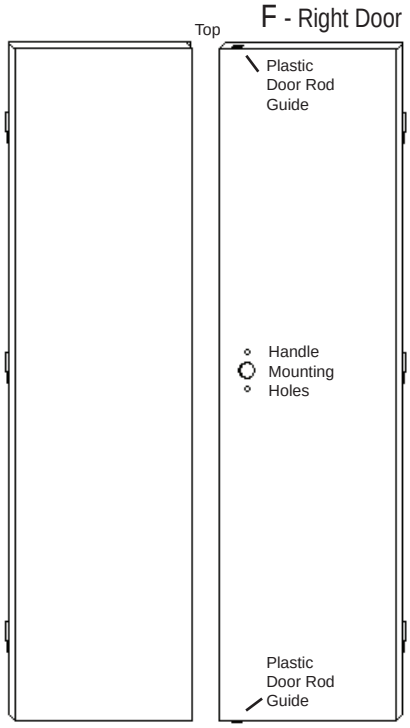




C - Left Back Panel



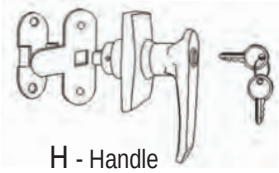
G - Door Rods



E - Left Door

Please refer to the chart below to confirm that you have the correct number of parts for your product. Products are listed by their model number.

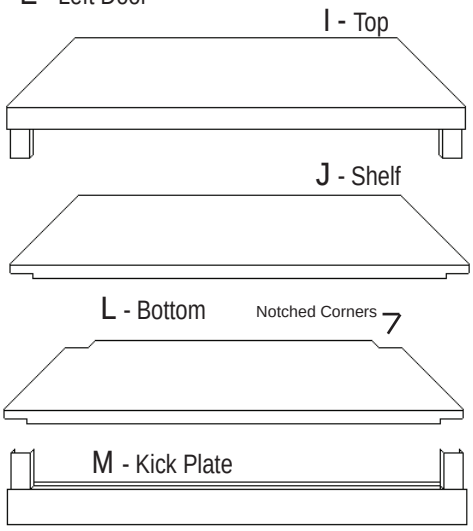
Part Name	RTA 7001 42" - 2 Shelf	RTA 7000 72" - 4 Shelf
Left Side Panel -A	1	1
Right Side Panel -B	1	1
Left Back Panel - C	1	1
Right Back Panel - D	1	1
Left Door - E	1	1
Right Door - F	1	1
Door Rods - G	2	2
Handle - H	1	1
Top - I	1	1
Shelf - J	2	4
Shelf Clips - K	4	8
Bottom - L	1	1
Kick Plate - M	1	1



H - Handle Assembly

K - Shelf Clip

For customer service please call: 1-773-475-3000. Please have your model number handy.

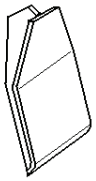


Quick Assembly Storage Cabinets

Assembly Instructions

TIPS FOR EASIER ASSEMBLY:

- 2-person assembly is recommended.
- Assemble the unit on a flat surface.
- Some locking tabs may flatten out or bend open during transport. Adjustments can easily be made using a small blade screwdriver with light pressure.



Locking Tab
Can be adjusted open or closed to ease assembly

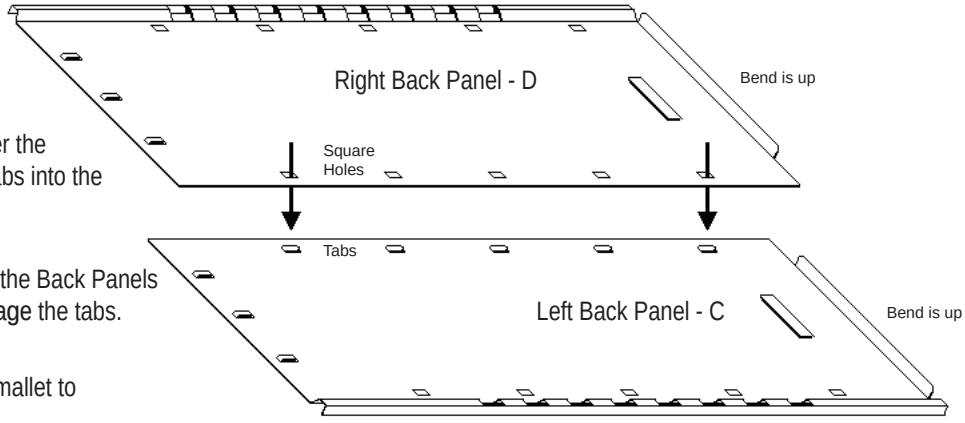
Step 1 - Back Assembly

A) Lay the two back panels on a flat surface. Position as illustrated.

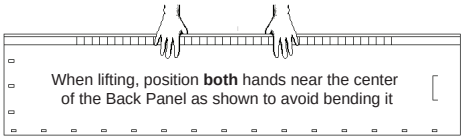
B) Place the Right Back Panel (D) over the Left Back Panel (C) inserting the tabs into the matching holes.

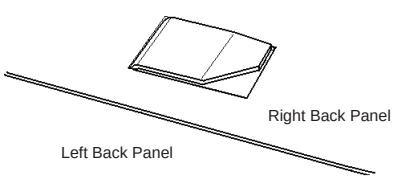
C) Once all the tabs are started, slide the Back Panels in opposite directions to **fully engage** the tabs.

D) **Tap the tabs down** with a rubber mallet to tighten the connections.

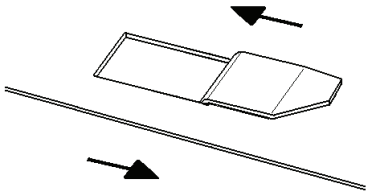


NOTE: On the 72" model, use care when handling the Back Panels. They bend very easily if not handled properly. Use 2 hands and **NEVER** put your fingers in the slots.





Insert the tabs into the matching holes



Slide the panels to fully engage the tabs and tap them down

Step 2 - Side Assembly

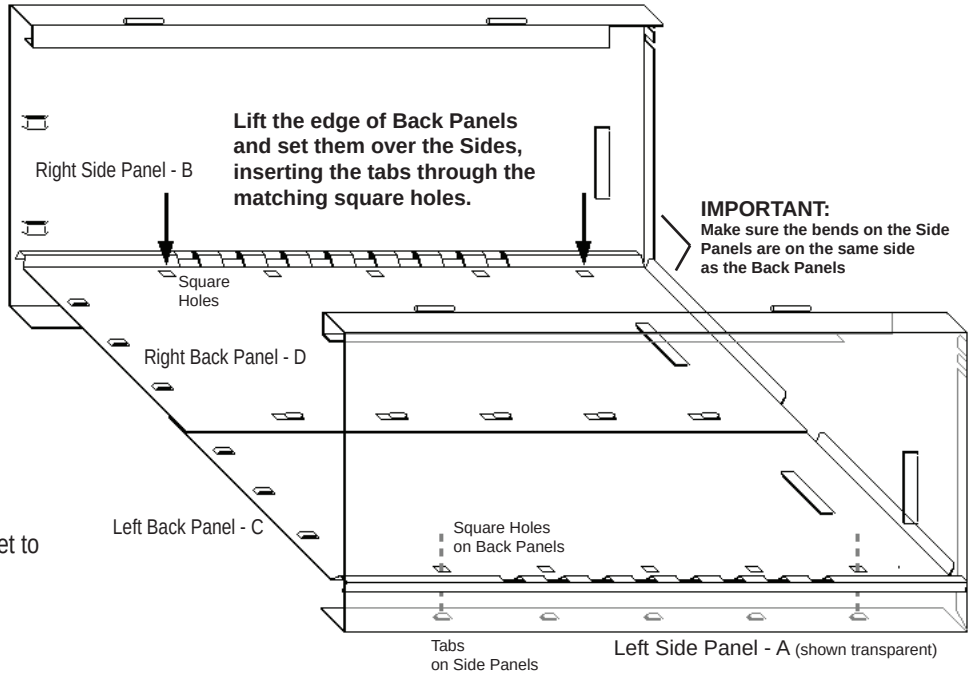
A) **While the Back Panels are still lying on a flat surface,** lift the outside edge of the Right Back Panel (D) and slide the L-shaped bend of the Right Side Panel (B) under it.

B) Insert the tabs on the Right Back Panel (B) into the matching square holes in the Right Back Panel (D).

C) Once all the tabs are started, slide the Side and Back Panels in opposite directions to **fully engage** the tabs.

D) **Tap each of the tabs down** with a rubber mallet to tighten the connections.

E) Repeat the steps with the Left Side Panel (A).


Right Side Panel - B
Lift the edge of Back Panels and set them over the Sides, inserting the tabs through the matching square holes.
IMPORTANT:
Make sure the bends on the Side Panels are on the same side as the Back Panels
Square Holes
Right Back Panel - D
Left Back Panel - C
Square Holes on Back Panels
Tabs on Side Panels
Left Side Panel - A (shown transparent)

Slide the panels to fully engage the tabs and tap them down

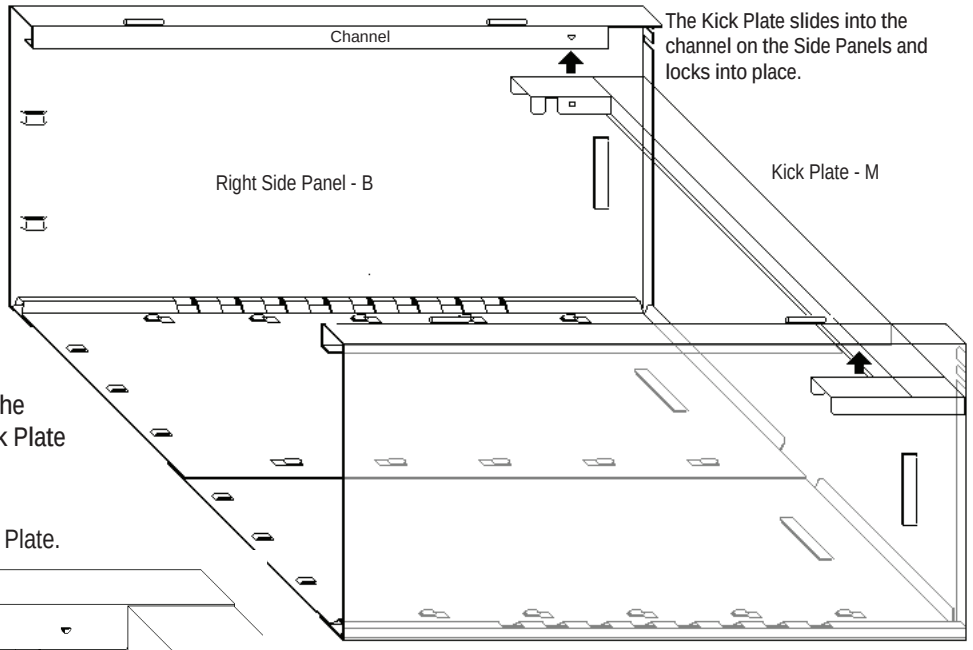
Step 3 - Bottom Assembly

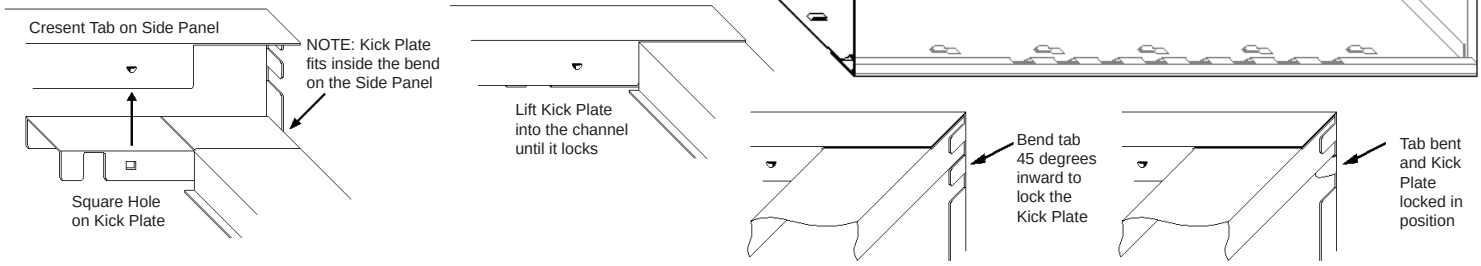
A) Position the Kick Plate (M) as illustrated and begin installation by lifting its right end upwards inside the channel on the Right Side Panel B).

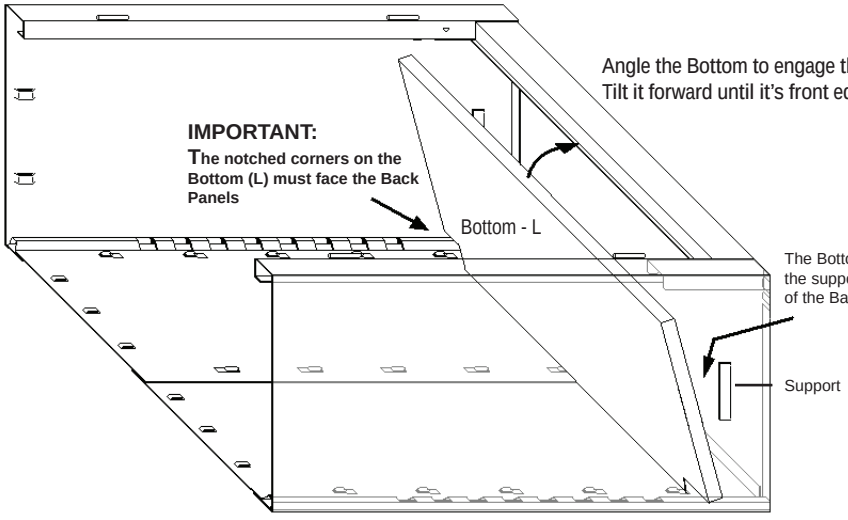
B) Push the Kick Plate upwards until the crescent tab on the Side Panel engages the square hole on the Kick Plate (M). Note: this is a tight fit. A loose connection would result in an unstable unit.

C) IMPORTANT: Bend the tab on the bottom of the Side Panel 45 degrees inward to lock the Kick Plate in place.

D) Repeat the procedure for the left side of the Kick Plate.




Cresent Tab on Side Panel
NOTE: Kick Plate fits inside the bend on the Side Panel
Square Hole on Kick Plate
Lift Kick Plate into the channel until it locks
Bend tab 45 degrees inward to lock the Kick Plate
Tab bent and Kick Plate locked in position

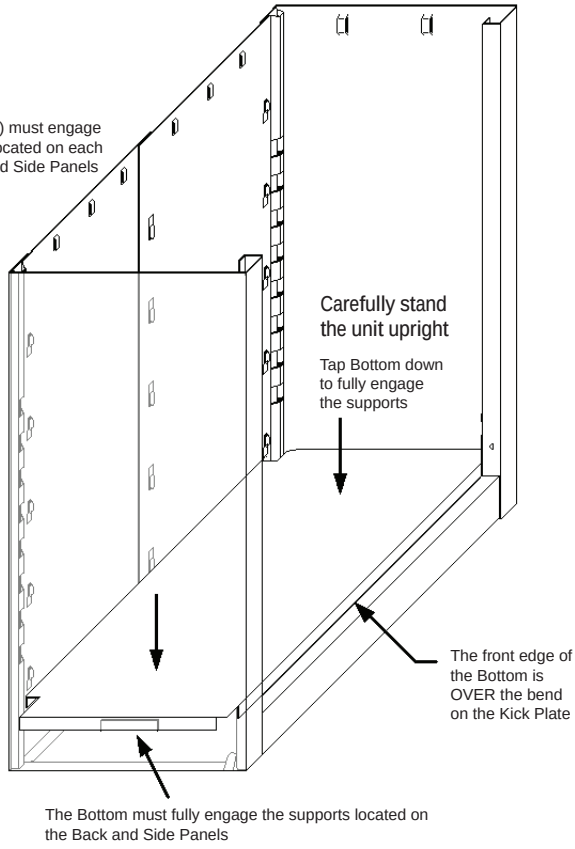

IMPORTANT:
The notched corners on the Bottom (L) must face the Back Panels
Bottom - L
Angle the Bottom to engage the supports on the Back and Side Panels. Tilt it forward until it's front edge goes OVER the bend on the Kick Plate.
The Bottom (L) must engage the supports located on each of the Back and Side Panels
Support

E) Install the Bottom (L), by placing it in the cabinet with the notched corners toward the Back Panels.

F) Angle the Bottom (L) as illustrated and engage the supports located on the two Back Panels. Note: as with the tabs, some adjustment to the supports on the Side and Back Panels with the screwdriver may be necessary.

G) Gradually tilt the front edge of the Bottom (L) forward, making sure that it engages the supports located on the Right and Left Side Panels and goes over the bend on the front of the Kick Plate (M).

H) Carefully stand the unit upright and tap the Bottom (L) down. Make sure the Bottom (L) has full engagement in the supports on the Back and Side Panels.


Carefully stand the unit upright
Tap Bottom down to fully engage the supports
The front edge of the Bottom is OVER the bend on the Kick Plate
The Bottom must fully engage the supports located on the Back and Side Panels

Quick Assembly Storage Cabinets

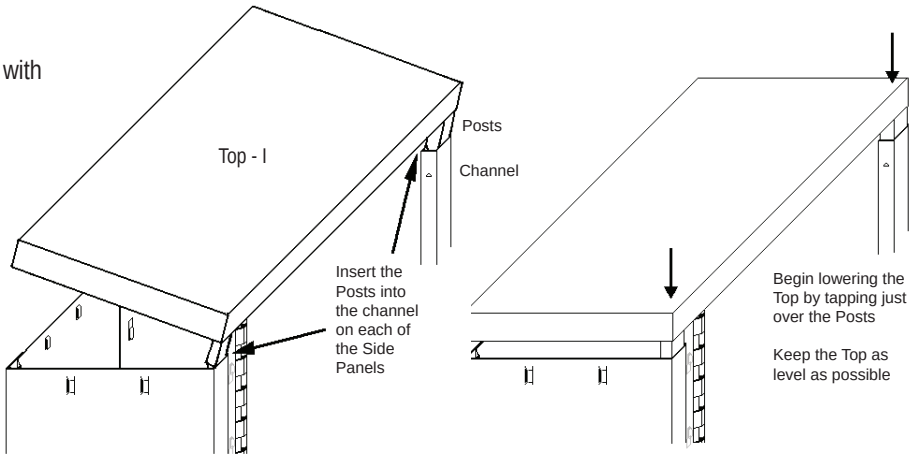
Step 4 - Top Assembly

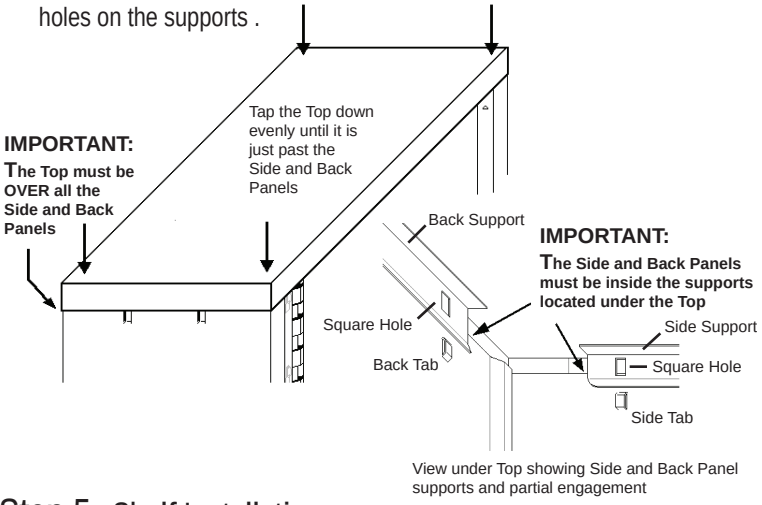
A) Begin inserting the posts on the Top (I) into the channels on the Right and Left Side Panels. Starting with the Top on a slight angle may help.

B) Once both posts are started. Tap evenly down on the Top (I) until it is just past the Side and Back Panels. Make sure the Top (I) is going OVER the Side and Back Panels.

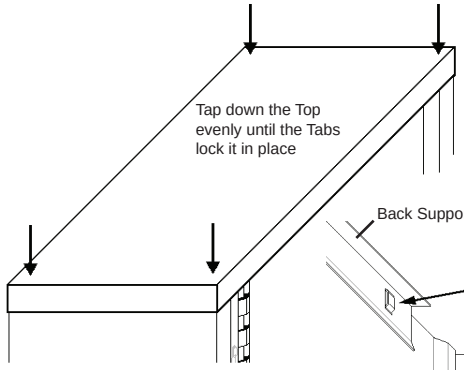
C) Check under the Top (I) to make certain that the Side and Back Panels are INSIDE the supports.

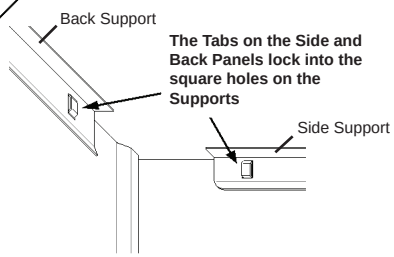
D) Tap the Top (I) down around the edges until the tabs on the Side and Back Panels snap into the square holes on the supports .


Top - I
Posts
Channel
Insert the Posts into the channel on each of the Side Panels
Begin lowering the Top by tapping just over the Posts
Keep the Top as level as possible


IMPORTANT:
The Top must be OVER all the Side and Back Panels
Tap the Top down evenly until it is just past the Side and Back Panels

View under Top showing Side and Back Panel supports and partial engagement





View under Top showing Side and Back Panel tabs fully engaged

Step 5 - Shelf Installation

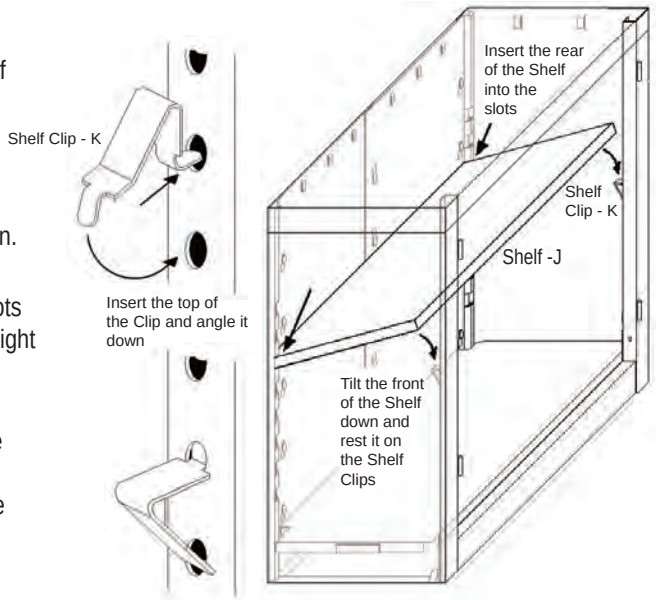
A) At the desired shelf height, insert 2 Shelf Clips (K) into the holes located inside the front edges of the Side Panels.

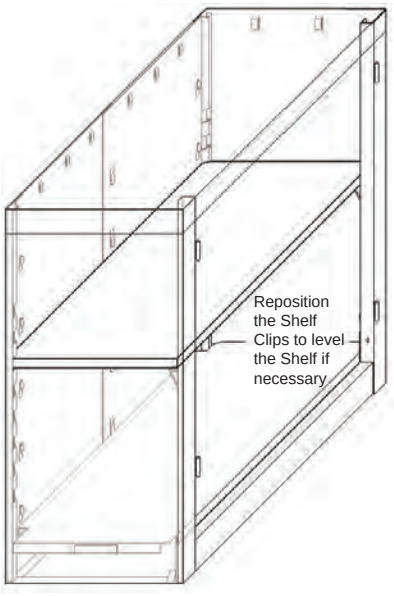
B) Angle a Shelf (J) into the cabinet above the installed Clips with its rear tilted down.

C) Insert the rear of the Shelf (J) into the slots in the Back Panels that are closest in height to the installed Shelf Clips.

D) Tilt the Shelf (J) down until it rests on the Shelf Clips. If the Shelf is uneven, reposition the Shelf Clips into appropriate locations to level it.

E) Repeat this process for all of the shelves.


Shelf Clip - K
Insert the top of the Clip and angle it down
Snap the botton of the Clip into the hole
Insert the rear of the Shelf into the slots
Shelf Clip - K
Shelf -J
Tilt the front of the Shelf down and rest it on the Shelf Clips



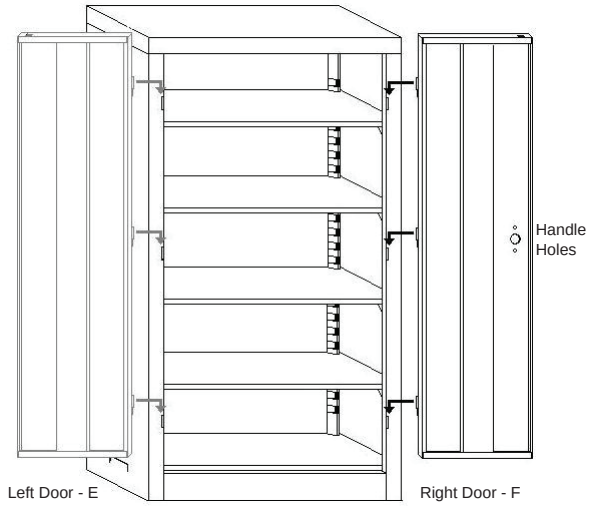
Step 6 - Door Installation

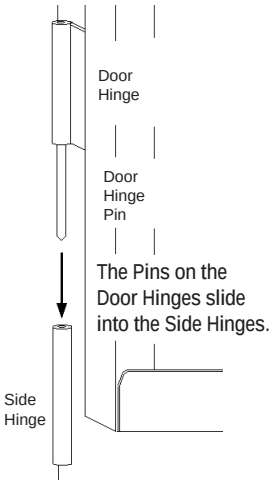
A) Select the Right Door (F), with the handle holes, and position the Hinge Pins over the matching hinges on the Right Side Panel. NOTE: If some of the Hinge Pins were bent during transport, bend them back to align them with the Side Hinges

B) Once **all** the Door Hinge Pins are engaged into the holes on the Side Hinges, swing the door slightly and apply mild downward pressure until the door is fully seated.

C) Repeat the steps to install the Left Door - E.

NOTE: the cabinet must be on a level surface for the doors to align properly.

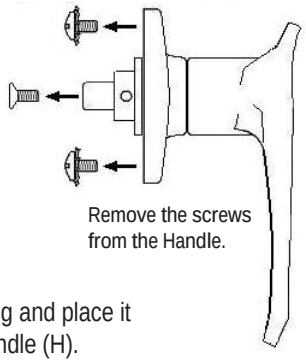


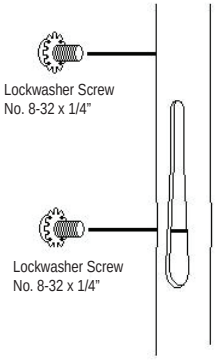


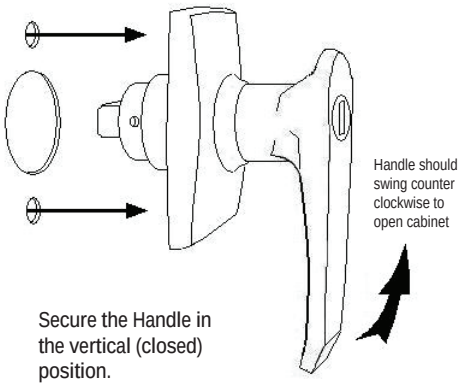
Step 7 - Handle Installation

A) Remove the 3 screws from the back of the Handle (H).

B) Insert the Handle (H) into the Right Door (F) and fasten securely with 2 lock washer screws. **Make sure the Handle is in the vertical (closed) position.**



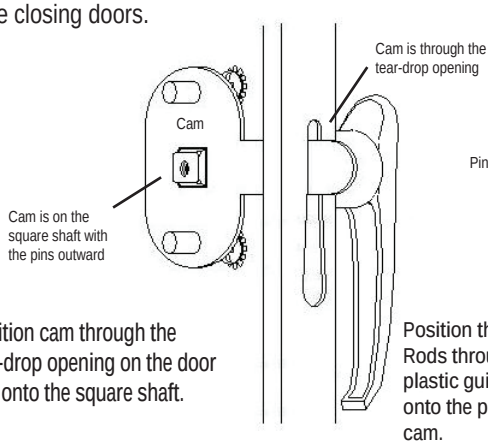


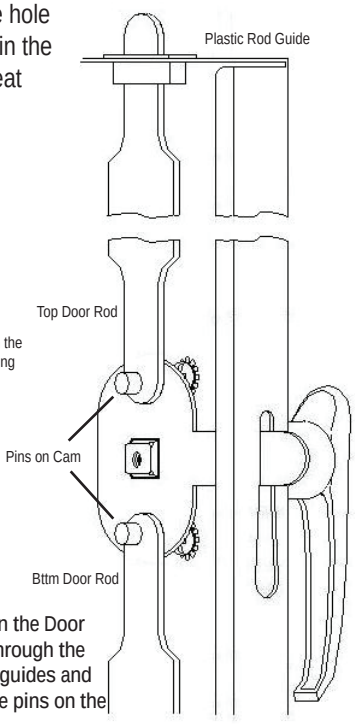


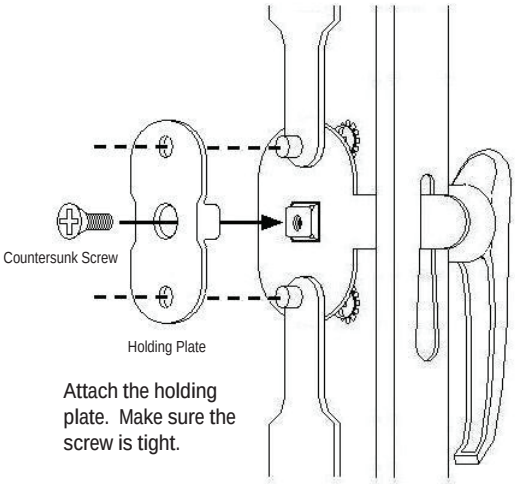
C) Insert the cam through the tear-drop opening and place it onto the square shaft on the back of the Handle (H).

D) Take one of the Door Rods (G) and insert the end **without** the hole into the bottom plastic rod guide on the Door. Place the hole in the other end of the Rod (G) on the bottom pin on the cam. Repeat the process with the top Door Rod.

E) Attach the holding plate with the counter-sunk screw. NOTE: **Tighten the screw securely.** If the screw comes loose, the rods can fall off. This may result in a jammed door and potential damage. Turn the handle to the "open" position before closing doors.


Cam is through the tear-drop opening
Cam
Cam is on the square shaft with the pins outward
Position cam through the tear-drop opening on the door and onto the square shaft.


Plastic Rod Guide
Top Door Rod
Pins on Cam
Bttm Door Rod
Position the Door Rods through the plastic guides and onto the pins on the cam.



After assembly is complete, MILD SOAP and WATER can be used to clean the unit by wiping with a SOFT CLOTH.